

**MONROE SCHOOL DISTRICT No. 103**  
**Snohomish County, Washington**  
**September 1, 1993 Through August 31, 1994**

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**Schedule Of Federal Findings**

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1. District Officials Should Strengthen Controls Designed To Ensure Compliance With Eligibility Requirements Of The U.S. Department Of Agriculture School Food Services Program

Each year the district is required to verify family income for a sample of the applications that have been approved for free and reduced price meals under the School Food Services Program. Results of the district's income verification procedures were as follows:

- a. Eight of the seventeen applications selected for income verification were determined to be ineligible for participation.

Students listed on six of the eight applications that were determined to be ineligible were not removed from the district's centralized eligibility listing. However, the individual schools were notified and the students listed on seven of the eight applications were removed from the individual school listings. The two students listed on the remaining application were not removed from the individual school listings.

- b. One family's eligibility status was required to be changed from free meals to reduced price meals. However, the status was not changed on the district's centralized listing or at the school level.

The *Eligibility Guidance For School Meals Manual* published by the U.S. Department of Agriculture requires that district eligibility listings be updated for status changes resulting from annual income verification procedures.

As a result of the district's failure to follow up on changes in family eligibility, the School Food Services Program may have served meals to ineligible students.

We recommend that district officials strengthen controls designed to ensure compliance with the eligibility requirements of the federal School Food Services program.